CAC LOG-ON ENABLEMENT
If you know your email address is correct on your CAC card and you know your PIN - Skip to step 5 otherwise start at Step 1.

1) Do you know your CAC PIN?

If not, contact your nearest DEERS/RAPIDS Sponsor (YNs) to schedule an appointment to reset your pin.

2) Is there a CAC Reader attached to your computer?

If not, contact your local ESD to have one installed.

3) Does your card have your current e-mail address on it?

To check whether or not your email address is valid:

A. Insert CAC Card into CAC Reader

B. Double Click the ActivCard ICON on taskbar in lower right hand corner of screen (or go to Start > Programs > ActivCard Gold > ActivCard Gold Utilities)

C. Double Click on "DIGITAL CERTIFICATES"

D. Right-click on "CERTIFICATE - SIGNATURE CERTIFICATE" and left-click on the "**Properties**" button.

E. Scroll Down until you reach the following property line "X509v3 SUBJECT ALTERNATIVE NAME".

F. The value associated with this property is your currently encoded E-Mail address. If it is the correct email address continue to Step 5. If this value is not in the form of "FIRSTNAME.MIDDLEINITIAL.LASTNAME@USCG.MIL", then your e-mail address requires updating and you need to perform Step 4.
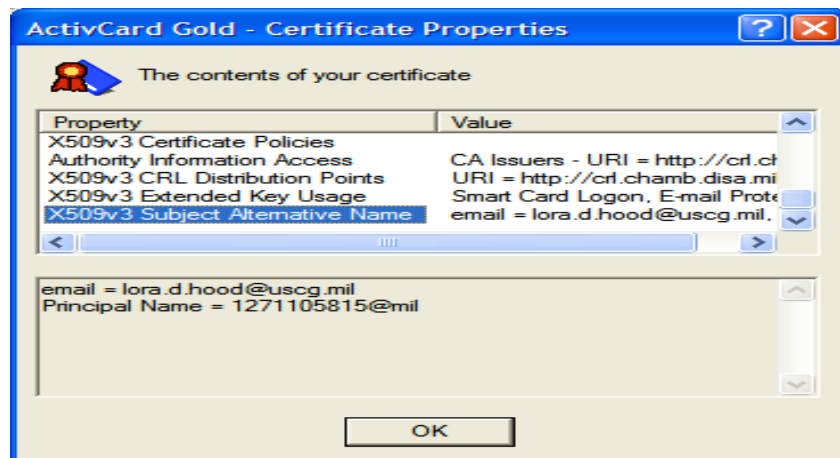
4) How do I update my e-mail address on my CAC Card?

A. Insert your CAC Card into the CAC Reader

B. Access the following web site: https://www.dmdc.osd.mil/ump/umpmain.htm

C. Select the "**Update E-mail Address**" link

D. If prompted, select "**Yes**" in the Warning-Security box and wait for the application to load.

E. If prompted, enter your PIN and select "**ok**"

NOTE: BE VERY CAREFUL WHEN ENTERING YOUR PIN!!!

If you enter an incorrect PIN three times, your CAC will lock you out, and you will have to return to the facility that issued you your CAC in order to regain access to your CAC

F. Wait while the progression bar completes the process

G. If your e-mail is correct, you can exit this application. Otherwise, update your e-mail address and select "**Get New Certificates**".

H. Wait while the "…reading from CAC" screen's progression bar advances and the green checkmarks appear. As noted on the screen, this could take up to eight minutes. The "Congratulations!!!" screen appears when the process completes.

5) How do I prepare my user account for logging on with the CAC?

All members **_must_** use the UPNMOD web application to self register their CAC for CAC Logon. It can take up to 24 hours until the user's object is fully replicated on Coast Guard Directory servers.

A. Insert CAC Card into CAC Reader

B. Access the following web site: https://dmt.uscg.mil/upnmod/

C. Scroll to the bottom of the screen and click on the "**Continue**" button

D. Select either certificate present in the "Choose a digital certificate" dialogue window and click the "**OK**" button to continue

E. You may be prompted to enter your PIN. PIN entry is required each time the card is reinserted into the card reader. If prompted enter your PIN.

NOTE: BE VERY CAREFUL WHEN ENTERING YOUR PIN!!!

If you enter an incorrect PIN three times, your CAC will lock you out, and you will have to return to the facility that issued you your CAC in order to regain access to your CAC

F. You have completed the registration process if the below "Success" web page appears
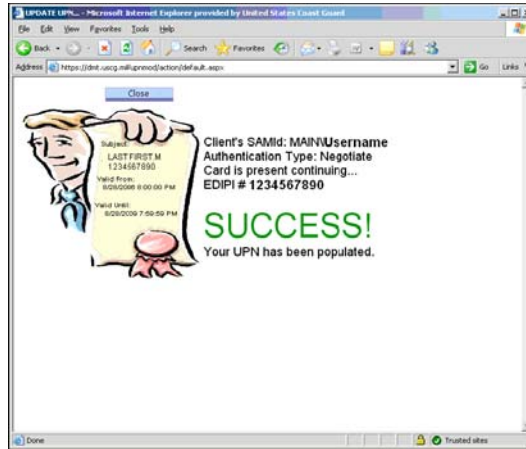
G. It can take up to 24 hours after completing this section before you can use your CAC to logon to the standard workstation. Continue to user your SWIII username and password during the 24 hour waiting period. At the end of the 24 hour period proceed to section six.

6) How do I logon to a SWIII with my CAC card?

A. Insert your CAC into your reader

B. Enter your PIN at the next screen and select the "**OK**" button
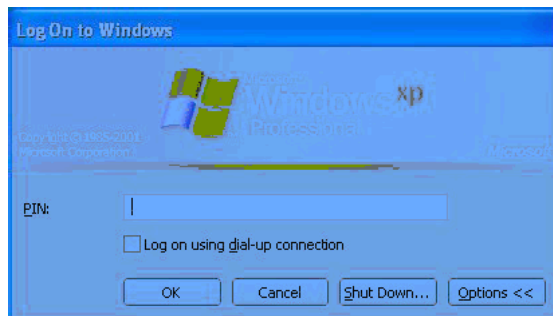
C.   Once logged onto your system, you must keep your CAC inserted into the card reader. This CAC card acts as a storage device for your user certificates. If you remove the CAC the computer will lock. This replaces the need to press the Ctrl-Alt-Delete buttons at the same time to lock the workstation.
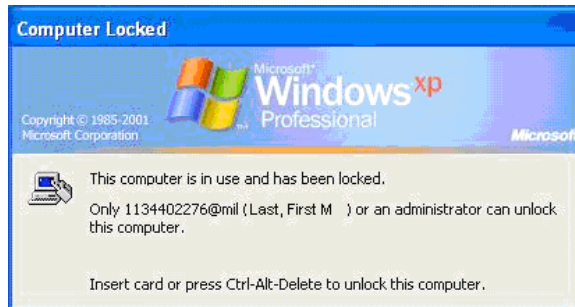

D.   To unlock the workstation, insert your CAC and enter your PIN

E.   If for some reason you leave without taking your CAC and you return to find your workstation has locked out because of the screen timeout, you need to remove your CAC from the card reader and reinsert it to get the PIN box up. If you do not do this and instead press Ctrl-Alt-Delete, you will be presented with a window displaying an unfamiliar username. This is your Electronic Data Interchange Personal Identifier (EDIPI), which is an unique ID that is located on your CAC to identify you on DoD information systems. This ID is always ten numeric digits appended by "@mil". At this point, you can elect to type in your SWIII password and log in or remove your CAC and reinsert it to once again obtain the PIN window.

F.   From the above "**Unlock Computer**" window, you can insert your CAC to be prompted with your PIN
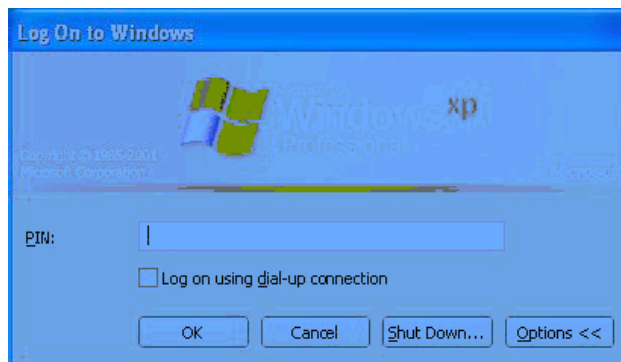
NOTE: During the Non-Enforced CAC Logon Period, you may resort to using your SWIII username and password, your EDIPI number @ uscg.mil with your SWIII password, or use your CAC with PIN logon. However, please make your best effort to utilize the CAC during this period.